

Access to Health Insurance Slot Management Process

INITIAL PROGRAM IMPLEMENTATION

1. To request slots, employers or their insurance representatives register their intent to participate online via the Access to Health Insurance website. There they identify how many adult slots for premium assistance they would like to reserve.
2. Those registrations are saved to the wait list in order of the date and time the registration occurs.
3. The Adult and Children's Health Insurance Unit (Unit) contacts employers, or their insurance representative via email, starting with the first employer on the list, progressing sequentially based on date and time of registration. That email is sent to the email address that was entered on the web registration. It informs the recipient that it is time to submit the application packet. The recipient is given 15 days from the date of the email notification to submit the packets, via the insurance representative, to the Unit.

The above email notification occurs only if the following are true:

- The employer is at the top of the waitlist.
 - The employer's requested slots are equal to or less than the number of available slots.
4. This process continues until all 1,000 slots for premium assistance are either pending (being held for an employer while eligibility is evaluated), or the slots have been allocated.
 5. Web registration for employers remains open indefinitely.

ONGOING SLOT MANAGEMENT

1. A participating employer may submit an employee's application for premium assistance, via the insurance representative, at any time.
2. Applications from participating employers are processed in the order in which they are received based on postmark date.
3. If at the time the application is received there are available slots for all individuals on the application, then the application is processed following the standard enrollment process. An approval or denial letter is sent to the applicant and a copy is sent to the insurance representative.
4. If at the time the application is received there are no available slots or the requested number of slots is greater than the available slots, the application must be denied. The applicant is sent a denial letter. That letter will inform the applicant that their application is denied due to lack of slots, but that it will be held until slots become available. A copy of that letter is sent to the insurance representative.
5. The Unit keeps the applications denied due to lack of slots ordered by postmark date.
6. The Unit will process all applications received on a first come, first serve basis when slots do become available using the standard enrollment process.

QUARTERLY SLOT REVIEW PROCESS

1. Each quarter, on the first working day of the month, two reports are auto-generated. One indicates the names of participants who have not received premium assistance payments for multiple months. This may require further investigation by the Unit to determine if those slots are in fact available. The second report indicates the names of employers who lost slots during the previous quarter.
2. Business processes will be defined for working these reports, filling slots and moving employers off the waitlist. Priority for open slots will be given to participating employers.